**RFQ Email Template**

Subject: Request for Quotation from [Company Name]

Hello [Recipient’s Name],

My name is [Your Name], and I work as a [Position Title] at [Company Name]. I am writing this email because we are working on a project that [Brief Project Description], and I’m hoping you can provide price quotes for the following items:

|  |  |  |
| --- | --- | --- |
| QUANTITY | UNITS | GOODS / SERVICES |
| **100** | **Unit** | **Description** |
| **0** |  |  |
| **0** |  |  |
| **0** |  |  |
|  |  |  |

These goods or services should be delivered to [Delivery Address] no later than [MM/DD/YY] so we can stay within our project timeline.

I also have some questions:

* Question
* Question
* Question

I would greatly appreciate an email response before [MM/DD/YY]. To contact me, call [Phone Number] to clarify details or answer any questions. I look forward to your reply.

Kind Regards,

Company Name

Name, Title

Address Line 1

Address Line 2

Email | Phone

website

|  |
| --- |
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